Distribution Center Coordinator

**Purpose Statement**
The job of Distribution Center Coordinator is done for the purpose/s of planning, organizing, prioritizing, and supervising the receiving, storage, and issuance of warehouse stock and all district deliveries; and leading activities related to district supplies, materials, mail, furniture, equipment, and perishable goods.

This job reports to Director of Purchasing & Distribution Services

**Essential Functions**
- Assists the Director of Purchasing & Distribution Services with approving absences, managing vacation schedules, making overtime recommendations, and approving overtime in emergency situations for the purpose of ensuring the efficient and effective functioning of the work unit.

- Directs and assigns work to the distribution center staff for the purpose of ensuring the efficient and effective functioning of the work unit.

- Enforces warehouse and distribution standards and procedures for the purpose of ensuring the efficient and effective functioning of the work unit.

- Maintains storage areas and warehouse equipment and vehicles for the purpose of maintaining a neat, clean, orderly, and safe work environment.

- Manages the delivery schedule of vendors and warehouse distribution center employees for the purpose of ensuring that the district has appropriate supplies when needed.

- Operates delivery vehicles, forklifts, and other warehouse equipment for the purpose of delivering supplies and retrieving/storing pallets from warehouse racks.

- Oversees and stores, organizes and rotates stock and confidential records, utilizing proper storage methods and procedures and to prepare, pack and load mail, supplies, materials, products, and furniture for the purpose of ensuring the efficient and effective functioning of the work unit.

- Oversees and coordinates the movement of food service supplies and equipment for the purpose of relocation of perishable food in the event of cooler/freezer failure.

- Participates in unit meetings for the purpose of conveying and/or gathering information required to perform job functions.

- Performs the job functions of a distribution center worker as needed for the purpose of ensuring the efficient and effective functioning of the work unit.

- Plans, organizes, prioritizes and supervises the receiving, storage, and issuance of warehouse stock, surplus items, and donated items for the purpose of ensuring that the District has appropriate supplies when needed.

- Prepares a variety of written materials (e.g. forms, records, reports, etc.) for the purpose of conveying information and/or following applicable policies and guidelines.

- Resolves delivery issues, including storage, claims, and adjustments, receives and disposes of obsolete equipment and materials for the purpose of keeping relevant inventory.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: negotiation; strong customer service; communication; computer; applying federal, state and district policies and regulations; operating standard office equipment; proper usage of physical lifting technique, loading and unloading techniques, and warehouse equipment; paring and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of laws, codes, rules, policies and regulations relating to warehouse operations and vehicle operations; knowledge of warehouse and distribution standards, procedures, practices, and operations to include licensing requirements for equipment operators and storage requirements for perishable goods; terminology of requisitions, purchase orders, invoices, and other warehouse documentation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to state and federal purchasing guidelines; maintaining confidentiality; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: Must have a minimum of three to five (3-5) years’ experience in school district warehouse or related field, and three (3) years progressive responsibility in the position’s field of work.
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.